Purchase Order Management

VENDOR - indicates this action lies with the supplier
ACCOUNTS PAYABLE - indicates this action lies with AP
APTOS - indicates this is a system controlled (hidden) action
All other actions lie with the department

Flowchart Legend

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<td>Decision</td>
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<td>Action</td>
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Flow

Written documentation

Above line = Purchase Ordering
Below line = Purchase Order Management

Purchase Ordering or Web Services - ordering and Receipting

- Raise Apts order
  - Creates a commitment for the value of the order when the order is approved

- Send order to vendor

- Contact vendor (chase order)

- Send order to vendor

- VENDOR - Send goods / provide service

- VENDOR - Sends invoice

Goods arrive / service provided?

- Yes
  - Receipt relevant order line(s)
  - VENDOR - Send goods / provide service

- No

- Contact vendor (chase order)

Purchase Ordering or Web Services - ordering and Receipting

- Receipt relevant order line(s)
  - VENDOR - Send goods / provide service

- ACCOUNTS PAYABLE - Match invoice to relevant order line(s)
  - Commitment for invoiced item(s) replaced with actual costs from invoice
  - Other commitments revalued if appropriate

Mismatch Procedures

- APTSOS mismatch created?
  - Yes
    - resolve mismatch
  - No

- APTSOS - Invoice available for payment

- ACCOUNTS PAYABLE - Invoice rescheduled

Is order complete?

- Yes
  - Orders can also be manually fulfilled; contact Accounts Payable if you want an order to be fulfilled manually
  - APTSOS - When invoice is paid, order status changes to FULFILLED

- No
  - APTSOS - Cancel / close order on Apts

- Will order be completed?
  - Yes
    - APTSOS - When invoice is paid, order status changes to FULFILLED
  - No
    - APTSOS - When invoice is paid, order status changes to FULFILLED

Will vendor send remaining goods or provide additional services?

- Yes
  - Other commitments revalued if appropriate

- No
  - APTSOS - When invoice is paid, order status changes to FULFILLED

Invoice available for payment

Commitment remains in place for any outstanding items

Await further goods / services and receipt them

Removes any remaining commitments against order. Order changes to CLOSED or CANCELLED as appropriate (system controlled)